

HEALTH & SAFETY POLICY

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FULL PUBLIC LIABILITY INSURANCE IS CARRIED FOR ALL EMPLOYEES AND ALL WORK CARRIED OUT COMPLIES WITH THE REQUIREMENTS OF THE ELECTRICITY AT WORK REGULATIONS 1989 AND THE EVA REGULATIONS FOR STAND ELECTRICAL INSTALLATIONS 1998, CURRENT IEE REGULATIONS AND ANY AMENDMENTS THERETO.

Part 1

INTRODUCTION

The Health & Safety at Work Act 1974 places specific obligations upon both the employer and employee. The Act's main objectives are to secure the health, safety and welfare of people at work, and to protect others against risks/hazards to their health and safety arising out of work activities.

Employers are required to produce a Health and Safety Policy Statement and details of their arrangements and organisation for dealing with matters of Health and Safety. A copy of the Company's Health & Safety Policy will be issued to all employees, and be displayed on company notice boards.

However, if accident prevention is to be effective and injury to people and damage to property reduced, contributions have to be made by all, and at all levels of personnel.

Where necessary management will verbally explain and/or translate this policy, so all persons fully understand.

LIABILITY INSURANCE

Meridian are fully covered by both Employer to one million pounds {£1,000,000.00} and Employee Liability insurances to the current suggested value of £10,000,000.00 [10 million pounds]. All equipment owned by Meridian is also fully covered on site.

POLICY STATEMENT BY MERIDIAN SERVICES LTD.

It is an ongoing policy of Meridian to continue to train and upgrade employee's knowledge of equipment and regulations to ensure that staff are fully aware and comply to the latest regulations. This is done by video - book or personal contact.

This document is read & understood by staff of Meridian and by their sub-contractors. This policy forms part of the employment contract between Meridian and its staff or sub-contract labour.

Our policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees, and to provide such information, training, and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we have made to implement our policy are set out in the following pages.

Part III of this policy sets out the arrangements in place to ensure health and safety in the company's operations. These do not include "Electricity", which in view of its significance, forms a major part of this policy. Accordingly we have set out our health and safety standards when working with and using electricity in a dedicated section of the policy - Appendix 1.

This policy will be kept up to date, particularly with regard to business changes. To ensure this, the policy and the way it is operated will be reviewed each year.

Name.....TRISTAN BURN.....

Position.....MANAGING DIRECTOR.....

Date.....Monday, June 14, 2010.....

Signed.....

PART II

ORGANISATION AND RESPONSIBILITIES

- A. Overall Responsibility
- B. Organisation Chart

SAFETY MANAGEMENT ARRANGEMENTS

TRISTAN BURN
SUB-CONTRACT

The Managing Director...Colin Cox.....is ultimately responsible for health and safety within the company. The following personnel are answerable in respect of health and safety for the areas described.

- i All workshops/stores operation.....TRISTAN BURN.....
- ii Offices and Administrative areas.....MARIA DE CERVO.....
- iii On site Build up/Pull out.....ALEX JEFFERS
- iv Any other.....TRISTAN BURN.....

B. Safety Adviser

..Tristan Burn....acts as Safety Adviser to the company in accordance with the management of Health and Safety at Work Regulations 1992, (MH.SW) and is available to provide advice to company management and members of staff.

C. Directors, Managers and Supervisors

Notwithstanding the health and safety duties and responsibilities of those persons named in paragraphs A and B above, managers and supervisors are responsible for the health, safety and welfare of all their subordinates, for contractors' staff who are working under their jurisdiction, and for any visitors, when they are in areas over which they have control.

D. Employees

Each employee has a number of statutory responsibilities while at work, inter alia to.

- i Look after their own health and safety, and that of others who may be affected by their acts or omissions.
- ii Co-operate with their employer, in all measures which the employer takes to comply with his statutory health and safety responsibilities.
- iii Not to intentionally or wilfully, interfere with, or misuse, anything provided in the interest of health and safety and welfare.
- iv Use machinery, equipment, safety devices, etc. provided to them in accordance with the training and instructions in its use which they have received.
- v Inform their employer of any situation which they consider represents a serious or imminent danger to them while at work, and of anything which they consider to a shortcoming in their employers arrangements for health and safety.
- vi Inform their employer of any defect or other problem, for example - poor fitting with any personal protective equipment issued to them.

E. Consultation Arrangements

Consultation between management and employees in respect to workplace health and safety matters will be through a Health and Safety Committee, whose functions include promoting co-operation between management and employees in respect to health and safety, developing measures to improve health and safety and measuring their effectiveness. The Committee will meet every.....MONTH.....and comprise the following:

Managing Director:TRISTAN BURN.....

Member of Supervision:ALEX JEFFERS.....

Two employee Representatives:OTHER

F. Miscellaneous

- i Safety Training - will be co-ordinated and arranged by...TRISTAN BURN.....(See Part III Para 3)
- ii Safety Inspections - will be carried out by each Manager/Supervisor for their areas of responsibility not less than once a month, see also Part III (Arrangements - para2). A record of these inspections will be maintained.
- iii Plant and Equipment - monitoring and record keeping for the maintenance of plant and equipment is the responsibility ofTRISTAN BURN.....
- iv Accident Investigations - every accident reported will be investigated by...TRISTAN BURN..... and a report given to the Managing Director.

RISKS ASSESSMENTS

The risk assessment is low bearing in mind that all electrical equipment would be switched off prior to any servicing. This is further enhanced by all switchgear conforming to the new regulations and providing Consume protection by provision of 30 ms safety RCD mains unit on each stand with mcb [miniature circuit breakers] to reduce the overload factor.

PART III

TRAINING DETAIL

All members of staff are kept up to date concerning all matters of safety and equipment operation.

Electricians on site are JIB trained and reoccurrence training is provided where required. Where 3 phase [415 volt] situations occur the systems are double checked for safety.

ARRANGEMENTS

1. Accidents and First Aid

The First Aid Box is located at/in....OFFICE & WORKSHOP... Each company vehicle is also equipped with a first aid box. First aid boxes will contain only the materials specified in the guidance to the Health and Safety (First Aid) Regulations 1981. It is the duty of first-aiders to ensure that no other materials, in particular analgesics, are in the first aid boxes.

Company first aid personnel are ...TRISTAN BURN.....

Any employee involved in an accident at work, whether injured or not, must report the accident to their supervisor and ensure that it is recorded in the accident book which is located at head office.

A range of serious accidents have to be reported to the relevant statutory authority immediately they occur, in addition to being recorded in the accident book. It is our duty to make these reports even if the accident occurs at an exhibition centre or elsewhere, if an injury is sustained by one of our employees.

All staff are therefore required to co-operate by reporting all accidents immediately they occur, however trivial the incident and/or injury.

In addition, there is a statutory duty to report a number of classes of "Dangerous Substances", whether or not injuries occur as a result.

..TRISTAN BURN...is responsible for compliance with the company's reporting duties. He should be consulted whenever in doubt about a need to report an accident or dangerous occurrence.

2. Fire Safety

Escape routes - to be checked daily by.....TRISTAN BURN.....

Fire Alarm - to be checked weekly by.....TRISTAN BURN.....

Emergency evacuation procedures are displayed prominently around the building. Employees should thoroughly familiarise themselves with the Procedures, and note the position of fire exits, fire alarm call points, and fire-fighting equipment.

Fire extinguishers will be checked annually. ..TRISTAN BURN... will ensure that this check is carried out by a normal contractor, that documentary evidence of this check is kept, and that every fire extinguisher is examined at the time of the annual check.

3. Training

Suitable training will be arranged and co-ordinated by.....TRISTAN BURN.... who will maintain records of all training given and received. Health and Safety training will include as a minimum:

a) Induction training for all new starters, including temporary staff and contractors.

, This training will cover the contents of this safety policy in detail, a "walk through" every escape route, and a visit to the emergency assembly area.

b) Training specific to every machine, and item of equipment, to be used by new starters, temporary staff, an

d) Contractors, before starting work on the machine and/or equipment.

c) Refresher/repeat training for all staff at least once annually.

d) Such other training as is required to comply with the appendices of this policy.

4. Contractors and Visitors

All contractors are required by law to receive a comprehensive health and safety training briefing before they commence work, visitors should be given suitable and sufficient information about hazards in the premises, and details of the emergency evacuation arrangements. Contractors and visitors must accept and abide by works procedures/rules, and are restricted to their work; they should not enter other areas or buildings without permission.

5. Risks and Hazards

It is particular important that every employee understands the nature of workplace risks and hazards. These are covered in detail in a number of appendices to this safety policy and are summarised below.

All staff must familiarise themselves with these appendices and comply with them at all times.

1) General

Every employer has a duty to develop a "Risk Assessment" covering risks applicable to their operations. This assessment and the measures to reduce or eliminate the risks are covered in appendix 1 to this safety policy.

2) Manual Handling

Similarly, each employer has to assess all their lifting tasks carried out and to eliminate or reduce manual handling so far as is reasonably practicable. This assessment forms Appendix 2 to this Safety Policy.

3) Display Screen Equipment

An assessment has to be undertaken of the workstations of regular "Users" of Display Screen Equipment or VDUs. This assessment forms appendix 3 in this Safety Policy.

4) Substances Hazardous to Health

The C.O.S.H.H. assessment forms appendix 4 to this policy with a summary of the requirements of C.O.S.H.H. in paragraph 16 below.

6. Housekeeping

Maintaining high standards of housekeeping is made more difficult by the variety of material/media used in our operations, and the frequent "rush" jobs called for. There is also a need to store quantities of materials/sets.

All this adds up to a substantial fire load, and emphasises that every effort must be made to keep housekeeping standards high. At the end of each day as much of the work in hand that can be put away, including tools, polishes, glues etc. must be placed in cupboard/suitable storage. Gangways must be 6 feet clear at all times and marked by tape lines.

7. Smoking / Eating / Drinking

Smoking, eating and/or drinking are not permitted in the following areas. **RESTRICTED OR DANGEROUS AREAS**

8. Alcohol/Drugs

It is a condition of employment that employees are not permitted to consume alcohol during working hours, this includes lunch and tea breaks, and applies whether at home / office or on site.

Drugs prescribed by a doctor, which might impair an employee's performance, and/or put at risk their own and/or some other person's safety, must be reported to your immediate supervisor. This must be done at the earliest possible time on the first morning of use.

Employees who present themselves for work, but in the opinion of management are under the influence of drink and/or drugs, so as to be a danger to themselves and others, will be sent home.

9 Forklift Trucks

Only qualified drivers may operate forklift trucks on site.

10 Drivers

All drivers must comply with driver's hour's laws, and observe the required breaks in driving. Holders of HGV licences must undergo medical examinations as required; they must report immediately any change in their medical condition, or any endorsement to, or withdrawal of, their driving licence.

11 Breaches of this Safety Policy

Breaches of this Safety Policy constitute a disciplinary offence under your contract of Employment. The nature of the offence will determine the management response. Flagrant disregard of this policy or a breach of serious nature could result in your dismissal.

12 Safe Systems of Work

Recognising the importance of clear understanding of all the phases and potential dangers of certain tasks, a "Safe System of Work" has been developed for certain operations covered by "Safe Systems of Work" must follow the "Safe Systems" and take all the precautions called for.

Note that as no hazardous or dangerous equipment is used this section is covered under general training & familiarisation.

13 Safety Signs

The Safety Signs Regulations stipulate design and colour for a wide range of safety and safety related signs. These include Safe Conditions, Warning, Prohibition, Mandatory and Fire Fighting Equipment categories. It is a breach of these regulations to display a sign falling within the five categories named, if it does not conform to the style and colour prescribed. No safety sign will therefore be used on our premises which does not conform these regulations. The erection of safety signs can only be authorised by the Management.

14 Personal Protective Equipment (PPE)

Whenever necessary, PPE will be issued to employees required to wear/use it for particular operations. Such PPE will be issued free of charge and a record of its kept. It is the duty of every employee issued with PPE, to use it on every occasion specified and to report immediately to their supervisor, any fault in the equipment, any ill-fitting situation or any other reason, which inhibits the use of PPE. Such reports must be made immediately and employee becomes aware of a problem with the PPE issued to them.

15 Reporting and Liaison

Part 2 of this policy (Organisation and Responsibilities, Para D, V & vi) calls for employees to report safety concerns. Such concerns will be reported to Mr Christopher McHugh who will respond to each report verbally within 48 hours, to be confirmed in writing within 7 days, with a copy of the written response given to the Managing Director (or other senior management).

16 Control of Substances Hazardous to Health

These Regulations were introduced to ensure that no person at work is placed at risk to their health, as a consequence of using substances or carrying out processes.

We have completed a C.O.S.H.H. assessment as required under these regulations - a copy of which forms Appendix 4 to this Safety Policy.

Every employee affected or likely to be affected by the assessment will be properly informed of the hazards that may be presented by the use of hazardous substances, or as a consequence of work processes and of the measures - including the provision of PPE and/or protective clothing that have been taken to mitigate their exposure.

It is the duty of all employees so affected to acquaint themselves with these assessments made and to take the precautions prescribed. It is imperative that No Substance is introduced into company premises or on site, which does not appear on the C.O.S.H.H. assessment. To do so will, besides the possibility of endangering health constitute a serious breach of this Safety Policy. It also exposes the company to official action.

In the event of ANY New Substance being required, application to purchase it must be approved by the Director.

17 Electricity at Work

17.1 Statement of intent with regard to Electrical Work

As members of the British Exhibition Contractors Association (BECA) it is our intention to carry out all electrical work to the highest standard, and to comply with the relevant guidance and legislation as described in paragraph 2 of this section.

Where a client requests work to a different standard than that described, this will only be carried out provided that it does not compromise compliance with accepted standards, best practice and relevant legislation.

17.2 Regulations and Standards

All electrical installations on stands, features, displays or exhibits shall comply with the following:

(i) Local Authorities

The regulations and requirement imposed by the local authority having responsibility for the place where the exhibition is being held.

(ii) British Standards Institution

The current edition of British Standard 7671 (EC364) "Requirements for Electrical Installations " (previously institution of Electrical Engineers wiring regulations 18th edition) issued by the British Standards Institution without any amendments thereto.

(iii) Special Requirements

Any special requirements of the Authorities of the Licensor

(iv) Relevant Legislation

The Health & Safety at Work, etc Act 1974 (HASAWA)

The Electricity at work Regulations 1989

(v) National Association of Exhibition Hall-owners (NAEH)

NAEH Regulations for stand Electrical Installation

17.3 Testing

When carrying out installation for exhibitions, we undertake to carry out the necessary testing before making an application to the licensor for connection and energising of the installation, and to inform the licensed engineers of any modifications or additions to the approved installation.

Where appliances to be connected to a socket are introduced by us for use in an installation of stand, we shall ensure that the appliance is properly tested.

In respect to all testing matters, we shall meet the requirements of Earls Court Olympia regulation 5.1 - Testing.

17.4 Competence

We undertake that only competent persons, suitably qualified as the result of training and experience shall be employed; our staff will possess BECA / EETPU registration, JIB grading or similar.

In every case we shall provide the licensor or his agent with documentary proof of the qualifications of all the personnel we bring on site.

17.5 Floor Ducts and Service Tunnels under Hall Floors

We undertake not to utilise or any way interfere with hall floor ducts and service tunnels, where these exist, unless expressly permitted by the licensor to do so in writing before the commencement of the license period, and then only under the supervision of the licensors engineer.

17.6 Main Switchgear and Distribution

We understand and accept the conditions for main switchgear and distribution contained in section 5.4 of the Regulation and Contractors, etc of Earls Court Olympia Ltd. (hereinafter called the "Earls Court Olympia Regulation"), and section E8 of the Royal Borough of Kensington regulations for electrical installations in premises licensed for public exhibitions within the Royal Borough. (Hereinafter called the "RBK Regulations").

17.7 Earthing

We shall meet the standards in respect to Earthing called for in regulation 0.5 of the NAEH standard regulations, and section E12 of the RBK Regulations.

17.8 Electrical Wiring

We shall comply with the most onerous of the standards called for in section 5.6 of the Earls Court Olympia Regulations and Regulation e.5 of the RBK Regulations.

17.9 Protection of Wiring

Wiring shall be protected in accordance with section 5.7 of these Earls Court Olympia Regulations.

17.10 Local Switches and Outlets

We shall comply with Section 5.8 of the Earls Court Olympia Regulations of Section E29 of the RBK Regulations, whichever is the more stringent.

17.11 Electric Motors

These shall be provided in accordance with the requirements of section 0.9 of the NAEH Regulations.

17.12 Guarding of Equipment

We shall ensure that all electrical equipment and exhibits are guarded to the standard demanded in section 10 of the NAEH Regulations and Section E11 of the RBK Regulations.

17.13 Transformers and Frequency Converters

We undertake to comply with the most onerous of the following :

- * Sections E13 and E15 of the RBK Regulations
- * Sections 5.11 of the Earls Court Ltd, Regulations

17.4 Suspended Light Fittings

These will meet the requirements of Section 5.14 of the Earls Court Olympia Regulations.

17.15 Space for Working

We shall ensure that electrical apparatus (other than exhibits and portable equipment) is fixed in positions providing adequate space for operation and maintenance.

17.16 Chokes and Capacitors

Choke and capacitor equipment for fluorescent lighting shall be in compliance with the Requirement of Section 5.13 of the Earls Court Olympia Regulations and Regulation E17 of the RBK Regulations.

17.17 Lighting of Cages

We shall ensure that the lighting of cages for livestock complies with Regulations E21 of the RBK Regulations, or where more onerous, Regulation 5.15 of the Earls Court Olympia Regulations.

17.18 Lights and Signs

We shall ensure that any illuminated sign that we erect complies with the Regulation 16 of the NAEH Regulations.

17.19 Lighting and Showcases

Showcase lighting will comply with the requirements of Regulation E23 of the RBK Regulations.

17.20 Electrical Discharge Lamp Installations

We shall ensure that whenever any type of NV/LV neon luminous sign is installed, this complies with the Regulation E26 of the RBK Regulations 5.18 of the Earls Court Ltd Regulations.

17.21 Electric Cookers, Kettles, Irons, Radiators, etc

Whenever we use any equipment with a hot surface, we shall comply with the more onerous of Regulation E28 of the RBK Regulations of 5.19 of the Earls Court Olympia Regulations.

17.22 Batteries

Whenever charged batteries are considered, full cognisance will be taken to Regulation E14 of the RBK Regulations and 5.20 Earls Court Olympia Regulations.